

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 9, 2003**

AGENDA ITEM NO.: 21

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Capital Improvements Mini-Grant Program Criteria**

RECOMMENDATION: Approve the criteria for the capital improvements mini-grant program as developed by Lynch's Landing.

SUMMARY: Lynch's Landing has developed the attached criteria for the capital improvements mini-grant program to assist businesses impacted by City capital projects.

PRIOR ACTION(S): August 12, 2003, First Reading approving \$50,000 appropriation for the mini-grant program; September 2, 2003, Finance Committee review; September 9, 2003, Second Reading on \$50,000 appropriation.

FISCAL IMPACT: \$50,000 from the General Fund Reserve for Contingencies

CONTACT(S): Kimball Payne

ATTACHMENT(S): Program Criteria

REVIEWED BY: lkp

# DRAFT

## City of Lynchburg Capital Improvement Grant Program Policies

Below are the approved guidelines/qualifications for distribution of capital improvement grants for businesses impacted by City construction projects. Eligible grant recipients are those who are retail entities (property owners/tenants) located within the City of Lynchburg who may be negatively impacted by a City construction project (excluding street paving) lasting for a period of 30 days or more, such that they experience a revenue decline directly attributable to reduced/restricted pedestrian or vehicle traffic flow. This grant period is effective for City construction projects from January 1, 2003 until June 30, 2004. The grant applications are evaluated on a point scale which gives consideration to the following priorities:

1. Proximity to the construction project.
2. Intended use of funds improves the long-term business viability of the property owner or the retail tenant.
3. Funds used for exterior improvements to the property are in accordance with approved Design Guidelines:
  - Replace broken, tinted or boarded-up windows
  - Signage
  - Awnings
  - Paint or Façade repair/cleaning
  - Lighting
  - Landscaping
4. Funds used for interior improvements to the property:
  - HVAC
  - Lighting
  - Paint/wallcoverings
  - Retail fixtures/displays
  - Floor coverings
5. Funds used for upgrading a property to meet City Fire Code or allow for mixed-use of the property, particularly improvements that would encourage occupancy of now-vacant upper floors (subject to zoning regulations):
  - ADA improvements
  - Elevators
  - Fire escapes
  - Floor/wall improvements
  - Sprinkler systems
6. Funds used for adding or upgrading equipment to increase revenue.  
(Typical examples might include addition of new 4-color printer at a print service company or an additional oven at a restaurant.)

**Rating Scale**  
**0-3**

### Funding Availability:

Grants may be awarded in an amount up to a maximum of \$5,000 per property. City Council has established a pool of available funds up to \$50,000 available on a first-come, first-serve basis for qualified improvement projects.

Applications must be submitted to request reservation of grant funds. The application must be received within 60 days of the impact from the City construction project. If the grant reservation is approved, the physical work on the recipient's project must begin within ninety (90) days and be completed within six (6) months of the start of work. Failure to begin within the ninety days or finish within six months will result in the loss of the reservation of funds. However, for extenuating circumstances, extensions beyond the defined period may be granted by the Capital Grant Review Committee.

I agree to abide by the policies listed above. I hereby request consideration for a reservation of funds for the following business and use:

Business

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

City construction project impacting business: \_\_\_\_\_

Describe the negative impact to the business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner    yes / no

Tenant    yes / no

Capital Improvement Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funds Requested: \$\_\_\_\_\_ (attach estimates)

All applications will be evaluated by the Capital Grant Review Committee and notification of grant awards or declines will be issued in writing to the applicant. There is no implied guarantee of funds without written confirmation of the grant. This is a competitive grant process. If you have questions, please contact Lynch's Landing at 528-3950.

Submit completed application to:

Capital Grant Review Committee  
C/o Lynch's Landing  
210 8<sup>th</sup> Street  
Lynchburg, Virginia 24504